

Open Awards Qualification Unit



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1 Unit Details

Unit Title:	Curriculum Vitae Writing
Unit Reference Number:	T/615/6999
Level:	Level 1
Credit Value:	1
Minimum GLH:	9

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand the purpose and content of a CV	1.1 Outline content and purpose of a CV
	1.2 Outline the following: <ul style="list-style-type: none">a) Educational achievements/ qualifications (with dates)b) Personal qualitiesc) Skillsd) Work experience (with dates)e) Interestsf) An brief initial personal statement (two sentences maximum)
	1.3 List appropriate headings and allocate information gathered under each
2. Know how to complete a CV in an appropriate format	2.1 Identify the following and give explanation for choices: <ul style="list-style-type: none">a) A suitable format for a personal CVb) An unsuitable format for personal CV
	2.2 Complete a personal CV
	2.3 Check completed CV for accuracy
	2.4 Obtain feedback of completed CV and make edits where necessary